

Mississippi Department of Agriculture and Commerce
Administrative Assistant IV

Administrative Assistant for the MDAC-USDA Cooperative Meat Inspection Program. Duties include (but not limited to):

- General administrative duties including, answering phones, handling division timesheets, vehicle reports, travel authorizations, etc., ordering supplies for the division, maintaining inventory, and maintaining training records and performance appraisals for each inspector
- Acts as Information Technology Coordinator with USDA and participates in monthly conference calls. Coordinates computer upgrades with USDA
- Sends license renewals annually, collect fees and returns new licenses.
- Compiles slaughter reports for budget requests
- Enters request for new hire assignments into USDA email system and assists with acquisition of USDA ID card (LincPass)
- Performs orientation of new employees, provides equipment, USDA Civil Rights and LGBT Training
- Maintains lists of inspectors and their assignments
- Maintains list of licensed establishments and associated files
- Maintains files of lab reports and compiles list for USDA annual assessment
- Receives all bills for the division, completes payment forms and forwards to accounting division for payment
- Works first floor reception desk when needed
- Maintains the MS Meat Inspection Laws booklet